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## MINUTES

The Town of Manteo Board of Commissioners held their Regular June 2, 2021 meeting at 6:30 p.m. at 407 Budleigh Street, Manteo, NC and via teleconference.

The following members were present:

Mayor Bobby Owens  
Mayor Pro-Tem Betty Selby  
Commissioner Darrell Collins  
Commissioner Richie Burke  
Commissioner Jason Borland  
Commissioner Christine Walker  
Commissioner Eddie Mann

The following members were absent:

Also present at the meeting were:

Town Manager James Ayers  
Town Attorney Ben Gallop  
IT Director Carl Woody  
Town Clerk Jamie Whitley  
Town Planner Melissa Dickerson

Mayor Bobby Owens called the meeting to order at 6:29 p.m.

Mayor Owens asked for a moment of silence followed by the Pledge of Allegiance.

**SUBJECT:** Adoption of Agenda as presented or amended

**MOTION:** A motion was made by Commissioner Walker and seconded by Commissioner Borland to approve the agenda as presented and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Burke, Mann, Borland, Walker, and Collins. Nays: None. Absent: None. **Motion carried unanimously.**

**SUBJECT:** Adoption of the items on the Consent Agenda as presented or amended

**MOTION:** A motion was made by Commissioner Borland and seconded by Commissioner Burke to approve the Consent Agenda with the following items: Regular April 7, 2021 minutes; Recessed April 21, 2021 minutes; Outer Banks Tourism Bureau Grant for Dare Day; Outer Banks Tourism Bureau Grant for 4th of July Celebration; Albemarle Regional Planning Organization Grant; and 2021 Audit Contract and Engagement Letter and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Burke, Mann, Borland, Walker, and Collins. Nays: None. Absent: None. **Motion carried unanimously.**

## PRESENTATIONS & REPORTS

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**SUBJECT:** Update Zoning Map

Town Planner Melissa Dickerson presented the newly proposed zoning map to the Board. She showed them the old map to show the differences. There were some changes that needed to be incorporated into the new zoning map. It now includes some rezonings that were not reflected on the old zoning map and the annexation of the Town-owned property on Sir Walter Raleigh Street. The colors of the map have been updated to make the different districts in Town more identifiable. She is recommending approval of this map. A public hearing will be held at the mid-month meeting on June 16, 2021, so no action is required now.

Commissioner Burke stated that Pirates Cove is now in the R-5 district, which is the Historic Residential District.

Ms. Dickerson stated that it is currently but nothing has changed in the zoning designations.

Commissioner Walker asked if the only change was the recent annexation.

Ms. Dickerson stated that some rezonings occurred in 2013/2014 and some of the properties that front Sir Walter Raleigh Street were rezoned into the Historic Residential District. There was also a property on Simon Street that was rezoned from B-2 General Business to R2-M General Residential District with Mobile and Modular Homes. The old map was never updated, so now those properties have the correct designations on the new map.

Commissioner Collins asked why is Pirates Cove is in the Historic Residential District? He stated that there is nothing historic about it.

Ms. Dickerson stated that she does not that. The setbacks and the dimensional requirements that are in R-5 apply to Pirates Cove. It is her understanding that it has been that way ever since the Zoning Ordinance changed because Pirates Cove is a planned unit development and that no longer exist in our ordinance. She stated that she thinks when they redid the Zoning Ordinance, they had to apply a zoning district and that was the one that was picked for Pirates Cove.

**SUBJECT:** Chapter 160D Update

Town Attorney Ben Gallop explained the Chapter 160D update. The general statutes that apply to towns are typically under Chapter 160A, which includes zoning, development, subdivision and building rules. Counties have similar rules but they are under Chapter 153A. A group got together and created Chapter 160D. This chapter took the development ordinances out of Chapter 160A, Chapter 153A and some other places in the general statutes and put them all in one place. They tried to make the rules the same to some degree between municipalities and counties and make it so that there is one place to look and it makes it easier to follow. The General Assembly adopted it and had to change the deadlines but on July 1, 2021, you have to apply Chapter 160D provisions even if your ordinance reads otherwise. He stated that you could not change your ordinance and just rely on the statute but the better plan is to change your ordinance. He has prepared an amendment that is over thirty pages long that is an attempt to deal with the changes that occur between Chapter 160A and 160D. There were some pretty extensive changes to the



ordinance because some of the provisions were about 20 to 30 years old and had to be updated. He tried to keep the substance of the ordinance the same but to follow the authority of the current statutes. He stated that there is another step in the process because if the ordinances were not update with 160A beforehand and nothing changed about it when it went to 160D, then that part probably won't be up to date. There are some provisions that he has noticed that probably need to be updated. He stated that will be something that will need to be considered for the future that will probably need to track with the Comprehensive Plan updates. The Public Hearing for the Chapter 160D changes will be on June 16<sup>th</sup> and these changes will be going to the Planning Board of June 8<sup>th</sup>. These changes are not changing how Manteo does things unless it is a change required by the General Assembly.

Mayor Owens asked if the General Assembly would have any bearing on this once they passed it or will the Towns be able to do what they want to.

Mr. Gallop stated that he doesn't think that it will be any different than it has been historically.

Commissioner Walker asked how often should updates be done.

Mr. Gallop stated that updates shouldn't be a big problem and when applications come in, we will look at the statute and the ordinances to see what applies. He stated the more often you can update the better but it depends on your budget.

## PUBLIC COMMENTS

*Members of the public are invited to address the Board of Commissioners on any topic. Public Comment is not intended to require the Board to answer any impromptu questions or to take any action on items brought up during the public comment period. Speakers will address all the comments to the Board as a whole and not one individual Commissioner. Discussions between speakers and members of the audience will not be allowed. Time limits are 3 minutes per person or 5 minutes per group. Please identify yourself and your location so that your statements can be recorded.*

Jane Miller, West Street, Manteo, NC: She was concerned about the SAGA Bowsertown project. She stated that if it is County land will they want to waive the connection fee for water? She stated her neighbor had to pay \$2,000 for there water connection fee and she is concerned that a multimillion-dollar company might not have to pay anything. She stated the SAGA requested to waive \$200 per unit per year make that a payment instead of paying taxes which waiving \$200 per unit per year comes up to about \$14,000 per year. She stated that if they are only paying County taxes then what is the difference in what they are not having to pay. Her taxes doubled last year and it was very difficult for her and her husband. They qualified for affordable house but they bought a house that no one wanted because it had broken windows, rodent feces and other concerning issues that made the bank not want to give them a mortgage. She stated that SAGA wanted a loan from the county for \$4.5 million and she wanted to know what they wanted that for. She asked if the county has \$4 million dollars laying around then why is that not invested right now. She is worried that her taxes might go up more. She wants affordable housing but she does not want special privileges unless she is getting them as well.

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**NEW BUSINESS**

**SUBJECT:** Fiscal Year 2021-2022 Budget

**MOTION:** A motion was made by Commissioner Burke and seconded by Mayor Pro-Tem Betty Selby to approve the Fiscal Year 2021-2022 Budget as presented and was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Burke, Mann, Borland, Walker, and Collins. Nays: None. Absent: None. **Motion carried unanimously.**

**MAYOR'S/COMMISSIONERS COMMENTS**

**Commissioner Collins:** He suggested that the Board learn something at the workshop meeting. He suggested that the Town Planner go over the ordinances and the zoning districts and inform the Board on what can be done and what can not be done in those districts.

**Commissioner Walker:** She thought that Commissioner Collins idea was great. She stated that we need to address this affordable housing issue and maybe we can possibly look at sites and how many units we can get anywhere that would help. We can look at what the challenges are here in Manteo and we need to do all that we can do to address this issue.

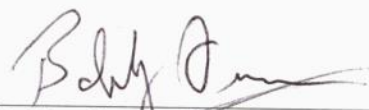
**Commissioner Borland:** He agrees with Commissioner Collins about learning something. He stated that he thinks this is a good opportunity to go through the 20-year working group plan.

There being no further business to come before the Board or other persons to be heard a motion was made by Commissioner Collins and seconded by Commissioner Borland the meeting was recessed at 6:53 p.m. until June 16, 2021, at 5:00 p.m. The motion was approved by the following roll call vote: Ayes: Mayor Pro-Tem Selby, Commissioners Burke, Mann, Borland, Walker, and Collins. Nays: None. Absent: None. **Motion carried unanimously.**

This the 2<sup>nd</sup> day of June 2021.

ATTEST:

  
Jamie Whitley, Town Clerk

  
Bobby Owens, Mayor





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# TOWN OF MANTEO BUDGET ORDINANCE FISCAL YEAR 2021-2022

**BE IT ORDAINED** by the Governing Board of the Town of Manteo, North Carolina, that the following fund revenues and departmental expenditures together with certain restrictions and authorizations are adopted for operation of the Town of Manteo for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

**Section 1. GENERAL FUND** The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022, in accordance with the chart of accounts heretofore established for this Town:

Governing Body	\$ 91,328
Planning Board	12,300
Administration	577,961
Community & Economic Development	166,869
Information Technology	380,749
Finance	310,043
Public Buildings	792,390
Police	1,112,479
Fire	234,000
Powell Bill	61,161
Maritime Museum and Waterfront Marina	308,125
Streets & Sanitation	1,367,843
Planning & Zoning	671,746
Special Events	206,386
Stormwater	261,000
Non-Departmental	61,250
Total Appropriations	\$ 6,615,630

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**Section 1 Continued:** It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Current Year Property Taxes	\$ 2,242,922
Prior Years Property Taxes	19,981
Penalties and Interest	4,800
NCVTS Tax	93,690
Sales and Use Tax	758,475
USUB Tax Police Department	5,500
Land Transfer Tax	173,328
Occupancy Tax	733,816
State Street-Aid (Powell Bill)	32,636
Beer & Wine Tax	7,000
PEG Channel	56,000
Utility Franchise Tax	258,066
Solid Waste Tax	1,300
Building Permits & Review Fees	45,000
Banner Fees	700
Ordinance Violations	1,600
Officers' Court Fees	950
Police Calendars	3,500
Dare Co. Tourism Board Town Common (Phase 2 Grant)	150,000
Dare Co. Tourism Board New Year's Eve Grant	20,000
Outer Banks Community Foundation Beautification Grant	2,911
Grant PEG Channel Video	5,000
Investment Earnings	1,260
July 4 <sup>th</sup> Vendor Fees	1,500
Magnolia Market Outdoor Vendor Fee	100
Dare Day Revenue	10,000
Dare Co. Tourism Board Dare Day Grant	20,000
Dare Co. Tourism Board Museum Event Grant	1,000
Museum Events Revenue	5,750
Museum Registration Fees	13,440
Dock Rent	125,000
Transient Dock Rent	54,595
Misc. Dock Revenue	1,000
Weddings / Special Events	2,000

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General Fund Revenues Continued

Magnolia Market Space Rent	4,800
Trash Container Sales	18,000
ABC Revenue	65,312
Other Miscellaneous Revenue	3,500
Surplus Property Sales	12,500
Fund Balance Appropriated	1,597,537
Fund Balance Appropriated Powell Bill	61,161

Total Estimated Revenues \$ 6,615,630

**Section 2. CEMETERY FUND** The following amounts are hereby appropriated in the Cemetery Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022, in accordance with the chart of accounts heretofore established for this Town:

Cemetery Operations / Total Appropriations \$ 54,450

It is estimated that the following revenue will be available in the Cemetery Fund for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

Sale of Lots	\$ 12,000
Internment Fees	2,300
Investment Income	135
Recording Fees	600
Fund Balance Appropriation	39,415

Total Estimated Revenues \$ 54,450

**Section 3. WATER AND SEWER FUND** The following amounts are hereby appropriated in the Water and Sewer Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022 in accordance with the chart of accounts heretofore established for this Town:

Water and Sewer Administration	\$ 247,469
Water and Sewer Information Technology	58,000
Water Operations	1,352,790
Sewer Operations	2,785,907
Non-Departmental	1,000

Total Appropriations \$ 4,445,166

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It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Water Charges	\$ 888,190
Sewer Charges	1,130,350
Water Taps	10,000
Sewer Connections	20,000
Reconnections	2,500
Penalties	16,000
Bad Debt Collection	500
Investment	1,500
Loan/Grant Shallowbag Bay Sewer Pump Station	622,954
ARP Federal Grant	215,000
Lab Rent	9,600
Other Revenues	1,000
Fund Balance Appropriated	1,527,572

Total Estimated Revenues

\$ 4,445,166

**Section 4.** A tax rate of thirty-four and fifty-five hundredths of a cent (\$0.3455) per one hundred dollars (\$100) is hereby levied on property in the Town of Manteo as listed for taxes as of January 1, 2021, for the purpose of raising the revenue described as "Current Year Property Taxes" in the General Fund in Section 1 of this ordinance. This rate is based on a total estimated valuation of property for the purposes of taxation rounded to \$654,328,996 using an estimated rate of collection of ninety-nine percent (99%). The Town Manager shall have the authority to determine needs and to make transfers within departments and within funds to meet obligations and provide funding included in the adopted budget not to exceed total allocations. Transfers between funds or from fund balance shall require approval by the Board of Commissioners.

**Section 5.** This Budget Ordinance and the Budget Document shall be the basis of the financial plan for the Town of Manteo, North Carolina for the 2021-2022 fiscal year. The Budget Officer shall administer the Budget and shall ensure that department heads are provided guidance and sufficient detail to implement their applicable portion of the budget. The Finance Department shall maintain records in accordance with this Budget Ordinance, the Budget Document, and the applicable Statutes of the State of North Carolina.

ADOPTED this the 2<sup>nd</sup> day of June, 2021

*Jamie Whitley*  
 Jamie Whitley, Town Clerk

*Bobby Owens*  
 Bobby Owens, Mayor

